



ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
CALIFORNIA COASTAL COMMISSION
DEPARTMENTAL PROMOTIONAL EXAMINATION - STATEWIDE



13007CG

CALIFORNIA STATE GOVERNMENT - AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

HOW TO APPLY

Applications may be filed in person, via interoffice mail, or by U.S. mail with:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

FINAL FILING DATE: September 30, 2013, 5:00 PM, Close of Business.

Applications (Form #678) MUST BE POSTMARKED or RECEIVED in the Human Resources Office by 5:00 PM, close of business on Monday, September 30, 2013, the final filing date. Applications received after the final filing date will not be accepted for any reason. Put the title of the examination in the section of the State Application (Form #678) titled: EXAMINATION(S) or JOB TITLE(S).

If you have a disability and need special testing arrangements, mark the appropriate box in Question #2 of the State Application. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE: \$4,400 - \$5,508 per month

WHO MAY APPLY: This is a promotional examination. Applicants (1) must have a permanent civil service appointment with the California Coastal Commission as of the final filing date; OR (2) must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; OR (3) must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; OR (4) must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. If applying under Government Code §18991, please include documentation of retirement or honorable discharge from the United States Military with your application.

ELIGIBLE LIST INFORMATION

An eligible list will be established for the California Coastal Commission. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: Applicants must meet the education and/or experience requirements for the examination by September 30, 2013, the final filing date.

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit. Education: The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted from the required education on a year-for-year basis.)
and

Either I

Experience: One year of experience in California state service performing the duties of a Staff Service Analyst, Range C.

Or II

Experience: Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

Promotional candidates who are within six months of satisfying the experience requirement of this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

(One year of graduate work in public or business administration, industrial relations, psychology, law political science or a related field may be substituted for six months of the required non-supervisory experience.)

Special Personal Requirements:

Demonstrated ability to act independently, open-mindedness, flexibility and tact.

THE POSITION: This is the full journey level. Incumbents perform the more responsible, varied, and complex technical analytical staff services work and continually provide consultative services to management or others. They may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects.

EXAMINATION INFORMATION

Qualifications Appraisal Interview OR Education/Experience Review

Weighted 100.00%.

In order to obtain a position on the eligible list, a minimum of 70% must be attained in the examination. This examination will consist of an interview OR an evaluation of each competitor's education and experience compared to a standard developed from the class specification. In addition to evaluating the competitor's relative abilities as demonstrated by the quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor:

Scope:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis.
2. Government functions and organization.
3. Methods and techniques of effective conference leadership.

B. Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
2. Develop and evaluate alternatives.
3. Analyze data and present ideas and information effectively both orally and in writing.
4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
5. Gain and maintain the confidence and cooperation of those contacted during the course of work.
6. Coordinate the work of others; act as a team or conference leader.
7. Appear before legislative and other committees.

Failure to appear for the interview will result in disqualification. **If conditions warrant, there may be no interview. Then the entire examination would consist of a review of the competitors' education and experience based on the applications submitted. Applicants should take care in accurately and completely filling out their applications. List all relevant experience even if the experience goes beyond the seven-year limit listed on the state application.**

Veterans' preference credits are not granted in promotional examinations.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Coastal Commission Human Office **two weeks** after the final filing date if he/she has not received a progress notice.

Applications are available at the State Personnel Board, the California Department of Human Resources (CalHR), the California Coastal Commission and the Employment Development Department. Applications may also be obtained via the California Coastal Commission Internet website at: www.coastal.ca.gov

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The **California Coastal Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Examination oral interviews will be held at California Coastal Commission.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete

under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others: assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Release Date: September 17, 2013

CALIFORNIA COASTAL COMMISSION
Human Resources Office
45 Fremont Street, Suite 1930
San Francisco, CA. 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

TDD (415) 597-5885

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.